

Consultant Project Evaluation Form

Instructions

(The Department encourages Consultants to be proactive about initiating Project Evaluations with their UDOT Project Manager)

1. **Print form**
2. **Fill out completely**
3. **Include signatures** (UDOT PM, Consultant & LG PM, if applicable)
4. **Scan/Email:** (.pdf) klcrandall@utah.gov
Fax To: 801-965-4796 (attn:) Kelley Crandall, Contract Coordinator
Mail Hard Copy:
 Kelley Crandall, Contract Coordinator
 4501 S. 2700 W. 4th Floor NEC
 Box 148490
 SLC, UT 84114-8490

Note: Use N/A if the question does not apply

DM # 19060

Project No.	Project Location		
Scope Description	Consultant Project Manager	Job/Project No.	Pin No.
Contract Number	Contract Selection Type: <input type="checkbox"/> Standard RFQ <input type="checkbox"/> Streamlined RFQ <input type="checkbox"/> Pool <input type="checkbox"/> EOR	Contract Status: <input type="checkbox"/> Keep Open <input type="checkbox"/> Ready to Close	
Firm Name		Evaluation Date	
UDOT Project Manager	Local Government Entity	Local Government Project Manager	
Work Discipline		Evaluation Type: <input type="checkbox"/> Interim <input type="checkbox"/> Final	

DEBARMENT INFORMATION

If this evaluation scores you with a rating of less than 5, UDOT may debar you for a certain period of time from work on any UDOT-administered project. The scores that trigger debarment proceedings and the presumed time periods that UDOT will seek (though UDOT reserves the discretion to change the period) are given below. If your score is less than 5 on your final evaluation, you will soon be receiving a letter from UDOT notifying you of our intent to seek debarment. That letter will provide more information about the debarment process.

Debarred From:	Pool	RFQs	Current Projects	Sub Work
0-1.99 = 36 Months				
2-2.99 = 24 Months				
3-3.99 = 12 Months				
4-4.99 = 6 Months				

Rating Scale: N/A-Non Applicable 1-Worst 2-Very Poor 3-Poor 4-Barely Acceptable
 5-Acceptable 6-Average 7-Good 8-Very Good 9-Excellent 10-Extraordinary

Overall Evaluation Comments
(Attach additional pages to this form if more comment space is necessary)
UDOT Project Manager Comments:
Local Gov Project Manager Comments:
Consultant Project Manager Comments:
Overall Evaluation Score:
Note: This field populates automatically when Consultant Services inputs data from this form into the Contract Management System – CMS.

BUDGET	(Circle One)										
Negotiated the contract in a timely manner?	N/A	1	2	3	4	5	6	7	8	9	10
Negotiated all modification(s) in a timely manner?	N/A	1	2	3	4	5	6	7	8	9	10
Submitted accurate and timely invoices?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing regarding all budget issues?	N/A	1	2	3	4	5	6	7	8	9	10
Resolved budget issues collaboratively throughout the project?	N/A	1	2	3	4	5	6	7	8	9	10
Finished all project milestones/tasks within budget?	N/A	1	2	3	4	5	6	7	8	9	10
UDOT Project Manager Comments:											
Local Gov Project Manager Comments:											
Consultant Project Manager Comments:											
Section Score:											
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COMMUNICATIONS	(Circle One)										
Conducted and documented all meetings appropriately and efficiently?	N/A	1	2	3	4	5	6	7	8	9	10
Produced clear and concise communication?	N/A	1	2	3	4	5	6	7	8	9	10
Followed the Public Involvement Plan?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all communication issues?	N/A	1	2	3	4	5	6	7	8	9	10
UDOT Project Manager Comments:											
Local Gov Project Manager Comments:											
Consultant Project Manager Comments:											
Section Score:											
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CONSTRUCTION MANAGEMENT	(Circle One)										
Coordinated design services effectively with contractor?	N/A	1	2	3	4	5	6	7	8	9	10
Submitted reports and documentation to appropriate personnel timely and professionally?	N/A	1	2	3	4	5	6	7	8	9	10
Ensured construction met all applicable design standards?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all construction management issues?	N/A	1	2	3	4	5	6	7	8	9	10
Worked timely and professionally with utilities?	N/A	1	2	3	4	5	6	7	8	9	10
Ensured construction met design plans?	N/A	1	2	3	4	5	6	7	8	9	10
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Local Gov Project Manager Comments:											
Consultant Project Manager Comments:											
Section Score:											
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CONTEXT SENSITIVE SOLUTIONS		(Circle One)									
Used a context solution approach to avoid costly project delays and possible litigation?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all context sensitive solutions issues?	N/A	1	2	3	4	5	6	7	8	9	10
Connected community values with the natural and built environment?	N/A	1	2	3	4	5	6	7	8	9	10
Involved appropriate stakeholders timely and professionally?	N/A	1	2	3	4	5	6	7	8	9	10
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Consultant Project Manager Comments:											
Section Score:											
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DESIGN		(Circle One)									
Responded to UDOT's PS&E and 55 D comments timely and accurately?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all design issues?	N/A	1	2	3	4	5	6	7	8	9	10
Identified and implemented value-added design services?	N/A	1	2	3	4	5	6	7	8	9	10
Performed and documented QC/QA in a clear and concise manner?	N/A	1	2	3	4	5	6	7	8	9	10
UDOT Project Manager Comments:											
Local Gov Project Manager Comments:											
Consultant Project Manager Comments:											
Section Score:											
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ENVIRONMENTAL		(Circle One)									
Prepared an adequate environmental document?	N/A	1	2	3	4	5	6	7	8	9	10
Prepared environmental document on schedule?	N/A	1	2	3	4	5	6	7	8	9	10
Complied with environmental process?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all environmental issues?	N/A	1	2	3	4	5	6	7	8	9	10
Proposed useful solutions to environmental challenges?	N/A	1	2	3	4	5	6	7	8	9	10
Used appropriate resource analysis?	N/A	1	2	3	4	5	6	7	8	9	10
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LOCAL GOVERNMENT PROJECT		(Circle One)									
Handled project problems/issues professionally and timely with Local Gov Agency?	N/A	1	2	3	4	5	6	7	8	9	10
Understood Federal Project Requirements?	N/A	1	2	3	4	5	6	7	8	9	10
UDOT Project Manager Comments:											
Local Gov Project Manager Comments:											
Consultant Project Manager Comments:											
Section Score:											
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MANAGEMENT	(Circle One)										
Maintained key personnel throughout the project?	N/A	1	2	3	4	5	6	7	8	9	10
Submitted accurate and periodic progress reports to UDOT/ Local Gov Project Manager?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all management issues?	N/A	1	2	3	4	5	6	7	8	9	10
Provided creative cost control measures/innovation?	N/A	1	2	3	4	5	6	7	8	9	10
Submitted key personnel request changes timely and in writing to UDOT/Local Gov Project Managers?	N/A	1	2	3	4	5	6	7	8	9	10
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SCHEDULE	(Circle One)										
Delivered all project milestones/tasks on schedule?	N/A	1	2	3	4	5	6	7	8	9	10
Adapted to scope or other changes requested by UDOT/Local Gov Project Manager	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov orally/writing on all communication issues?	N/A	1	2	3	4	5	6	7	8	9	10
Responded positively and promptly to all UDOT/Local Gov Project Manager requests/concerns?	N/A	1	2	3	4	5	6	7	8	9	10
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Local Gov Project Manager Comments:											
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SCOPE OF WORK	(Circle One)										
Performed scope of work/tasks as written in contract?	N/A	1	2	3	4	5	6	7	8	9	10
Performed scope of work/tasks as written in modification(s)?	N/A	1	2	3	4	5	6	7	8	9	10
Received contract Notice to Proceed in writing from Consultant Services before starting work?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all scopes of work issues?	N/A	1	2	3	4	5	6	7	8	9	10
UDOT Project Manager Comments:											
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SUBCONSULTANTS	(Circle One)										
Managed sub-consultant(s) milestones/tasks/schedule effectively throughout project?	N/A	1	2	3	4	5	6	7	8	9	10
Managed sub-consultant(s) progress reports/invoices/payments throughout project?	N/A	1	2	3	4	5	6	7	8	9	10
Notified the UDOT/Local Gov Project Manager orally/writing on all subconsultant issues?	N/A	1	2	3	4	5	6	7	8	9	10
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CONTRACTING (Non-cumulative for the evaluation)	(Circle One)										
Received professional contracting assistance from Consultant Services?	N/A	1	2	3	4	5	6	7	8	9	10
Received timely contract from Consultant Services?	N/A	1	2	3	4	5	6	7	8	9	10
Received timely modification(s) from Consultant Services?	N/A	1	2	3	4	5	6	7	8	9	10
Received contract/modification(s) progress reports/communications from Consultant Services?	N/A	1	2	3	4	5	6	7	8	9	10
Received quality contracting and/or consultant selection expertise from Consultant Services?	N/A	1	2	3	4	5	6	7	8	9	10
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CUSTOM QUESTIONS (Non-cumulative for the evaluation)	(Circle One)										
	N/A	1	2	3	4	5	6	7	8	9	10
	N/A	1	2	3	4	5	6	7	8	9	10
	N/A	1	2	3	4	5	6	7	8	9	10
	N/A	1	2	3	4	5	6	7	8	9	10
	N/A	1	2	3	4	5	6	7	8	9	10
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<u>SIGNATURES</u>	
UDOT Project Manager: _____	Date: _____
Print Name/Title: _____	
Local Government Project Manager: _____	Date: _____
Print Name/Title: _____	
Consultant Representative: _____	Date: _____
Print Name/Title: _____	

Rating Scale: N/A-Non Applicable 1-Worst 2-Very Poor 3-Poor 4-Barely Acceptable
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